

The statutory requirements of the Political Reform Act of 1974 are contained in Sections 81000 through 91015 of the Government Code. The Act requires candidates and committees to file campaign statements disclosing contributions received and expenditures made at specific times throughout an election cycle. Failure to file in compliance with the Act may result in criminal and civil penalties. Persons who do not file their campaign statements on time are liable for a late filing penalty of \$10 per day or the cumulative amount stated on the late campaign statement, whichever is greater.

Campaign statements are to be filed with the City Clerk, who is the filing officer for candidates and committees for local office and measures. Candidates and committees should refer to the Filing Schedule on page 43 of the [County Candidate Handbook](#) .

The Fair Political Practices Commission (FPPC) is responsible for regulations, enforcement, and providing technical assistance. A candidate may contact the FPPC at (916) 322-5660 (Toll Free – 1-866-ASK-FPPC) or visit their website at www.fppc.ca.gov . Campaign forms and manuals may be downloaded from this website.

Most candidates for City Council in the Town of Colma have only submitted Form 501 and Form 470, because they did not receive or anticipate receiving more than \$1,000 in campaign contributions. It is the candidate's responsibility to fulfill the disclosure requirements and any technical or situational questions should be directed to the FPPC.

The rest of this Section provides the manual and forms that may be needed. Please also refer to the [County Candidate Handbook](#) (Section 10) pages 41-45 and [Candidates Important things to remember](#) .

Campaign Disclosure Manual 2

This manual provides information to local candidates and their controlled committees and to primarily formed committees for local candidates on State laws as it applies to receiving and expending funds on a campaign and reporting and recordkeeping requirements. The Fair Political Practices Commission generally conducts several campaign workshops throughout the State. Information on upcoming workshops can be found on their website at www.fppc.ca.gov .

Form 501 – Candidate Intention Statement

A candidate is required to file this form with the City Clerk prior to soliciting or receiving contributions for any election. If a candidate has not already filed this form, he or she will be required to file it along with the nomination documents.

Form 410 – Statement of Organization

This form is to be used to establish a committee and must be filed within 10 days of a candidate or committee receiving or spending \$1,000. The original and one copy are to be filed with the Secretary of State and a copy is to be filed with the City Clerk. A copy of this form can be found later in this Section. You should also refer to the [Statement of Organization \(Form 410\) Fact Sheet](#) .

Form 460 – Recipient Committee Campaign Statement

This form is to be used by a candidate who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with an election to office or holding office. The form is to be filed with the City Clerk at specific times throughout an election cycle or year. Refer to the campaign filing schedule.

Form 465 – Supplemental Independent Expenditure Statement

This form is to be filed with the City Clerk. The form is used by officeholders, candidates, recipient committees, major donor committees, and independent expenditure committees that make independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure. Proposition 34 prohibits a controlled committee of a candidate from making independent expenditures and contribution of funds to another committee for the purpose of supporting or opposing another candidate.

Form 470 – Candidate and Officeholder Campaign Statement – Short Form

This form is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$1,000 or more in a calendar year. If a 470 is filed with the City Clerk on or before the filing deadline for the first-pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$1,000. If a candidate files a 470 and subsequently receives contributions or makes expenditures totaling \$1,000 or more, the candidate is required to file a Supplemental Form 470 with 48 hours to the Secretary of State, the City Clerk, and to each of his or her opponents seeking the same office.

Form 496 – Late Independent Expenditure Report

Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate during the 16 days immediately prior to the election in which the candidate is being voted must file a report with the City Clerk within 24 hours of the expenditure.

Form 497 – Late Contribution Report

Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate is to be voted must file a report with the City Clerk within 24 hours of the time the contribution was made or received.